

Online Building Consents - System Requirements

Requirement	Explanation
IT capability	<ul style="list-style-type: none"> The applicant or agent must have a computer system capable of handling documents which have a large file size, and staff trained in its use. The system must include robust security features such as password protection, virus checking software etc.
PIM prior	<ul style="list-style-type: none"> We require a PIM to be submitted for the project with the building consent application. Information in the PIM can be used in the design process which could remove potential delays caused by the need to gather required information after the BC application has been submitted.
Document standards	<ul style="list-style-type: none"> All documentation must be presented in a way that ensures the quality of the information is legible over time, ie is of archival quality, and the files must be named accurately. Plans must be no bigger than A3 so that they can be viewed on standard sized computer screens. All documents must be provided in PDF format. We will not accept any other format. Please ensure that plan pages are rotated to landscape view, and document pages to portrait view. Please ensure that the PDFs are correctly bookmarked to show the content of the document.
Information accuracy	<ul style="list-style-type: none"> All information supplied must be accurate. A minimal amount of vetting at lodgement is anticipated to ensure the smooth running of the system.
Printing facilities	<ul style="list-style-type: none"> The applicant or agent will make sure there is a printed copy of the approved consent and supporting documents on site before works starts. Failure to do this will result in cancelled inspections and may lead to a notice being issued.
Ongoing document maintenance	<ul style="list-style-type: none"> Part of the quality system must be dedicated to document control so that site plans are maintained, updated for amendments, complete at all times and easily identifiable. The printed copy kept on site must be the same as the electronic version we hold. This will include all changes and amendments. This is a crucial requirement for the issuing of the Code Compliance Certificate (CCC).
Submitting documents	<ul style="list-style-type: none"> All documents are to be sent by email to econsents@wdc.govt.nz and include the PIM number associated with the application in the subject line.
Contact details	<ul style="list-style-type: none"> The applicant or agent must provide us with one email address which will be used for the duration of the project ie until the issue of the CCC.

	<ul style="list-style-type: none">• By supplying this email and participating in the system this will be taken as the customer's permission for us to use that email account for all communication.• If the email address does change during the project, the applicant or agent will notify us in writing and identify any other affected applications.
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